



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
February 20, 2018
7:00 p.m.
John Rumsey Board Room

Trustees:
libraryboard@btpl.org

Eli Greenbaum, President
Judy Lindstrom, Vice President
Tom Deska, Secretary
Sandra Edwards
Grant Gerhart
Joan Luksik

Director:
muellerc@btpl.org
Carol Mueller

All meetings are open to the public.
We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING**

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
For Tuesday, February 20, 2018
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	2/16/18
2a	Request to remove items from the Consent Agenda for Discussion	2/16/18
2b	Motion to approve the order of items for the regular and consent agendas	2/16/18
5	Motion to approve remaining Consent Agenda items 6-8d	2/16/18
6	Regular Board Meeting Minutes of 1/16/18	2/16/18
7a	Cash Disbursements	2/16/18
7b	Revenues/Expenditures Budget Report	2/16/18
7c	Energy Report	2/16/18
8a	President's Report– no report	
8b	Director's Report	2/16/18
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – no report	2/16/18
8c	Finance Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee	
11a	Library Showcase	2/16/18
13	Motion to approve any items removed from the Consent Agenda	2/16/18
<u>UNNUMBERED ITEMS</u>		<u>DATE DELIVERED</u>
	Strategic Plan Update	2/16/18
	Space Needs and Wayfinding Assessment	2/16/18
	Calendar	2/16/18

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 20, 2018
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

CONSENT AGENDA ITEMS #6-8d
Items removed will be discussed under Item #12

6. Regular Board meeting minutes of January 16, 2018
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Eli Greenbaum
 - b. Director: *Carol Mueller
 - c. Committee: *Art Committee *Ad Hoc*
*Bloomfield Township Liaison
*Building, Grounds, Landscaping, Interiors
*Cranbrook
*Development
*Finance
*Friends of the Library Liaison
*Investment
*Jeanette P. Myers Scholarship Selection
*Personnel
*Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Library Showcase
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, March 20, 2018
16. Executive Session regarding Library Director Performance Review and Contract
17. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**REQUEST TO REMOVE ITEMS FROM THE CONSENT AGENDA
FOR DISCUSSION**

I REQUEST THAT ITEM (S):

**BE REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION
DURING REGULAR AGENDA ITEM 12.**

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR
AND CONSENT AGENDAS**

OPTION - NO AMENDMENT NEEDED:

I move to approve the order of items as listed on the REGULAR and CONSENT AGENDAS as presented.

OPTION - AMENDMENT TO AGENDA:

I move to approve the order of items as listed on the AGENDAS, with the following items to be moved from

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

I move to approve the remaining items on the consent agenda.

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES**

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, January 16, 2017

At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Eli Greenbaum.

Present: Trustees: Tom Deska, Sandra Edwards, Eli Greenbaum, Grant Gerhart, Judy Lindstrom, and Joan Luksik

Administration: Library Director Carol Mueller, Assistant Director Tera Moon, Administrative Assistant Linden Godlove

Guests: Killian Weston, Youth Services Librarian, and Staff Organization Committee Representative (SOC); Geraldine Drake and Jim Mumby of Quinn Evans, and Barbara Bloom, Resident of Bloomfield Township.

Upon discussion, a motion was made by Judy Lindstrom seconded by Tom Deska **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Greenbaum, Lindstrom and Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum announced that Library Friends volunteer Virginia Smith was recently honored by the Daughters of the American Revolution (DAR). She will receive a Community Service Award on behalf of the community and the DAR.

Director's Verbal Report:

Director Carol Mueller reported that a pipe burst sometime on the evening of Friday, January 5 or the morning of Saturday, January 6. A water main broke and the lower level was flooded. Facility Services Maintenance Assistant Kathy Hotson acted quickly when she discovered the issue and worked hard to remedy the situation. Actions were taken for the water to be shut off and water remediation was started immediately to ensure as little damage as possible. The library has made an insurance claim and we are gathering our losses. All carpeting has dried out successfully and there is no mold or mildew. This is a tipping point for the lower level and Director Mueller wishes to work with Quinn Evans to revisit the space for renovations of the flooring and wall covering. Director Mueller expressed gratitude to our Facilities staff, "Kathy Hotson, who went right to it" and Facility Services Department Head Joel Dion, who was off that day and came in to address the issue.

The program for the upcoming Chamber concert is included in the Trustee's folders.

Every other year this library presents a special program called "Adaptive Umbrella," a workshop for adults working with youth who have special needs. Bloomfield Township Public Library is well-known for this program and people come from across the state to attend. The Friends provide generous support in funding for this workshop and it will take place on Wednesday, April 25. Geraldine Drake, Quinn Evans Interior Designer, will be one of the presenters of this program, speaking about "Sensory Friendly Spaces and Universal Design."

MeLCat (The Michigan Electronic Library) just celebrated their 13th year. The service went live on January 10 2005. The first patron to use the service was from West Bloomfield and requested a knitting book, which was filled by Bloomfield Township Public Library.

In recognition of Martin Luther King, Jr. Day, our Youth Service staff is requesting that patrons share their dream with the library. Enclosed in the gray folder is a paper circle, upon which the Board can write their dreams, which will later be posted in the Youth Services department.

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed Killian Weston, Youth Services Librarian and Staff Organization Committee Representative (SOC), and Geraldine Drake and Jim Mumby of Quinn Evans.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Space Needs Study Presentation – Quinn Evans

Geraldine Drake and Jim Mumby, our Space Needs and Wayfinding Study consultants from Quinn Evans, provided a presentation of the study research and progress to date. They answered questions about the study and the process.

11b Fines & Fees FY 2018/2019

Director Carol Mueller reported that we are in the process of fine-tuning our budget. The Department Heads and Administration conducted our annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2018/2019 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. Several changes are suggested this year for the Board's consideration to implement at the start of our next fiscal year on April 1, 2018.

This year, we are proposing a change in the number of items that can be borrowed by Birmingham residents. Currently they are eligible to borrow up to 99 items with up to three renewals, the same as Bloomfield Township residents. To be consistent with how this library handles circulation services with other nonresidents, we are proposing to change the number of items Birmingham residents may borrow from 99 items to 10 items cumulatively and with one renewal. At this time, Bloomfield Township residents may borrow up to eight items with up to four renewals at Baldwin Public Library. We currently have 1,199 Baldwin cardholders.

Also recommended this year is allowing nonresidents one renewal on items they have borrowed from Bloomfield Township Public Library if no holds exist on these items. Currently, nonresidents may not renew any items borrowed from our library. Most other libraries in our network allow one renewal or more for nonresidents. Nonresident borrowing from our library is consistently 8% or lower of all items borrowed, down from a high of 30% in 2011.

Upon discussion, a motion was made by Grant Gerhardt, seconded by Joan Luksik **THAT THE SCHEDULE OF FINES & FEES BE APPROVED AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2018.**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Greenbaum, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

February 16 is the Special Library Board Meeting, with the investment review and budget review. The Library Showcase and the Director's Evaluation will take place at the next meeting on Tuesday, February 20 at 7:00 p.m.

Sandy Edwards shared a report about the Friends of the Library. Jamie Jasper attended the meeting of the Friends, on behalf of the SOC, on January 3, 2018, to thank them for their support of the Library Holiday Party. Jamie Jasper also presented the request for funding for the 2018 Library Holiday Party. The Friends voted to provide \$3,000 towards it. The Friends are taking the opportunity to review partnership with various donations. The Friends have donated almost 9,000 books to Detroit Impact Center. The next Friends Meeting is February 7.

Eli Greenbaum expressed thanks to everyone for turning in their Director Evaluations.

At 8:14 P.M. President Eli Greenbaum adjourned the meeting. The next Board Meeting will be Tuesday, February 20 at 7 P.M.

Submitted by:

A handwritten signature in black ink that reads "Tom Deska". The signature is fluid and cursive, with the first name "Tom" and last name "Deska" clearly legible.

Tom Deska, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

February 2018

New Vendors:

Mary Freeman is a new vendor for a meeting room refund.

JP's Piano Moving, L.L.C. is a new vendor for Community Room piano moving.

Macomb Concrete Cutting, Inc. is a new vendor for sidewalk repair.

Merit Network, Inc. is a new vendor for staff development.

Star Bright Books, Inc. is a new vendor for books.

Ara Topuzian is a new vendor for a library program.

General Fund Advance

- Check #18292 payable to Bloomfield Township in the amount of \$552.89 is payment for a water and sewer service for 11/21/2017 through 12/18/17.
- Check #18300 payable to the secant in the amount of \$8,236.13 is payment for library technology consulting.
- Check #18303 payable to Pitney Bowes, Inc. in the amount of \$2,493.09 is payment for a new postage machine for library mail.
- Check #18319 payable to Bloomfield Township in the amount of \$1,802.28 is payment for water and sewer service for 12/18/17 through 1/22/18.

General Fund

- Check #18330 payable to Bloomfield Township in the amount of \$294,922.58 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #18331 payable to the Briggs District Library in the amount of \$26.99 is payment for a lost MelCat item borrowed by a Bloomfield Township patron, for which the Library has been reimbursed.

- Check #18340 payable to Frank Rewold and Son, Inc. in the amount of \$5,877.00 is payment for installation of the lobby floor test tile.
- Check #18342 payable to Goldner Walsh Nursery, Inc. in the amount of \$12,320.00 is payment for the 2018 garden certificate.
- Check #18353 payable to the Michigan Opera Theatre in the amount of \$450.00 is payment for a program performance.
- Check #18362 payable to Proquest-CSA, LLC in the amount of \$10,308.19 is payment for two database subscriptions.
- Check #18363 payable to Quinn Evans Architects in the amount of \$4,524.13 is payment for phase one of our Spaces Study.
- Check #18372 payable to Summit Electric, Inc. in the amount of \$7,747.70 is payment for replacement of our electrical pringle switch.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JANUARY 2018

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
18290	1/10/18	APPLIED IMAGING	106.01	561.08
18291	1/10/18	AT&T	106.01	810.82
18292	1/10/18	BLOOMFIELD TOWNSHIP	106.01	552.89
18293	1/10/18	Martha McGee	106.01	154.92
18294	1/10/18	Marian Rafal	106.01	43.38
18295	1/10/18	T MOBILE	106.01	33.98
18296	1/10/18	Karrie Yukon	106.01	101.76
18297	1/16/18	Patricia Ballard	106.01	78.65
18298	1/16/18	XFINITY	106.01	156.51
18299	1/16/18	Martha McGee	106.01	19.05
18300	1/16/18	SECANT	106.01	8,236.13
18301	1/16/18	VERIZON WIRELESS	106.01	202.68
18302	1/22/18	FLAGSTAR BANK	106.01	8,225.69
18303	1/22/18	PITNEY BOWES, INC.	106.01	2,493.09
18304	1/22/18	Karrie Yukon	106.01	57.24
18305	1/29/18	AMAZON.COM	106.01	2,583.51
18306	1/29/18	Elaine Asher	106.01	300.00
18307	1/29/18	AT&T	106.01	381.40
18308	1/29/18	PETTY CASH - BTPL	106.01	174.55
18309	1/29/18	CONSUMERS ENERGY	106.01	6,369.63
18310	1/29/18	DTE ENERGY	106.01	14,243.92
18311	1/29/18	MARY FREEMAN	106.01	50.00
18312	1/29/18	Andrea Lebeck	106.01	53.41
18313	1/29/18	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	779.42
18314	1/29/18	QUILL CORPORATION	106.01	834.72
18315	1/29/18	VIGILANTE SECURITY	106.01	1,950.00
18316	1/30/18	AT&T	106.01	811.87
18317	1/30/18	Karrie Yukon	106.01	144.93
18318	2/6/18	APPLIED IMAGING	106.01	526.68
18319	2/6/18	BLOOMFIELD TOWNSHIP	106.01	1,802.28
18320	2/6/18	Elizabeth Clauder	106.01	31.46
18321	2/6/18	Jennifer Doroslovac	106.01	32.84
18322	2/6/18	Martha McGee	106.01	151.90
18323	2/6/18	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
18324	2/6/18	T MOBILE	106.01	29.40
Total				53,057.79
REGULAR CHECKS:				
18325	2/7/18	ACE LAWN CARE & SNOW REMOVAL	106.01	1,040.00
18326	2/7/18	APPLE BOOKS	106.01	1,344.29
18327	2/7/18	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	719.59
18328	2/7/18	BAKER & TAYLOR, INC.	106.01	11,389.81
18329	2/7/18	BLACKSTONE AUDIO, INC.	106.01	554.20
18330	2/7/18	BLOOMFIELD TOWNSHIP	106.01	294,922.58
18331	2/7/18	BRIGGS DISTRICT LIBRARY	106.01	26.99
18332	2/7/18	BRILLIANCE PUBLISHING, INC.	106.01	162.45
18333	2/7/18	BUTZEL LONG	106.01	1,255.60
18334	2/7/18	CENGAGE LEARNING/GALE	106.01	981.18
18335	2/7/18	CENTRAL BUSINESS SYSTEMS, INC.	106.01	290.65
18336	2/7/18	DEMCO, INC.	106.01	1,339.89
18337	2/7/18	DU ALL CLEANING, INC	106.01	5,760.00
18338	2/7/18	ELECTRONIC SECURITY SYSTEMS, INC.	106.01	5,809.35
18339	2/7/18	ENVISIONWARE, INC.	106.01	1,546.00
18340	2/7/18	FRANK REWOLD AND SON, INC.	106.01	5,877.00
18341	2/7/18	GENPOWER PRODUCTS, INC.	106.01	1,618.32

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JANUARY 2018

Check #	Date	Payee	Cash Account	Amount
18342	2/7/18	GOLDNER WALSH NURSERY, INC.	106.01	12,320.00
18343	2/7/18	GREENHAVEN PUBLISHING	106.01	714.24
18344	2/7/18	GREY HOUSE PUBLISHING	106.01	229.50
18345	2/7/18	INFOBASE LEARNING	106.01	2,718.88
18346	2/7/18	INGRAM LIBRARY SERVICES	106.01	214.74
18347	2/7/18	INNOVATIVE USERS GROUP	106.01	325.00
18348	2/7/18	LJ ROLLS REFRIGERATION CO., INC	106.01	9,174.37
18349	2/7/18	LOOKOUT BOOKS	106.01	670.44
18350	2/7/18	MACOMB CONCRETE CUTTING, INC.	106.01	400.00
18351	2/7/18	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	315.00
18352	2/7/18	MERIT NETWORK	106.01	219.00
18353	2/7/18	MICHIGAN OPERA THEATRE	106.01	450.00
18354	2/7/18	MICROMARKETING LLC	106.01	1,049.69
18355	2/7/18	MIDWEST TAPE	106.01	12,167.13
18356	2/7/18	NATIONAL SIGN COMPANY	106.01	1,950.00
18357	2/7/18	NICHOLS/NETWORK SERVICES CO	106.01	867.91
18358	2/7/18	OVERDRIVE	106.01	1,586.50
18359	2/7/18	OXFORD UNIVERSITY PRESS USA	106.01	790.57
18360	2/7/18	PENGUIN RANDOM HOUSE LLC	106.01	511.50
18361	2/7/18	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	106.01	3,704.38
18362	2/7/18	PROQUEST-CSA LLC	106.01	10,308.19
18363	2/7/18	QUINN EVANS ARCHITECTS	106.01	4,524.13
18364	2/7/18	RECORDED BOOKS, LLC	106.01	939.47
18365	2/7/18	RED BOOKS LLC	106.01	3,001.55
18366	2/7/18	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	201.03
18367	2/7/18	SALEM PRESS, INC.	106.01	479.00
18368	2/7/18	SERVICE HEATING & PLUMBING	106.01	2,419.62
18369	2/7/18	SHERWIN-WILLIAMS CO	106.01	419.64
18370	2/7/18	SHOWCASES	106.01	1,552.01
18371	2/7/18	STAR BRIGHT BOOKS, INC.	106.01	32.89
18372	2/7/18	SUMMIT ELECTRIC, INC.	106.01	7,747.70
18373	2/7/18	TECH LOGIC CORP.	106.01	75.00
18374	2/7/18	TEL SYSTEMS	106.01	1,885.00
18375	2/7/18	THE BOOK FARM, INC.	106.01	1,782.06
18376	2/7/18	ARA TOPUZIAN	106.01	600.00
18377	2/7/18	UNIFY INC.	106.01	988.46
18378	2/7/18	UNIQUE MANAGEMENT SERVICES, INC.	106.01	304.30
18379	2/7/18	VALUE LINE PUBLISHING, INC	106.01	1,320.00
18380	2/7/18	WESCO DISTRIBUTION	106.01	3,661.68
18381	2/7/18	WOLTERS KLUWER	106.01	437.39

Total				<u><u>427,695.87</u></u>
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Gift Fund

ADVANCE CHECKS:

4869	1/10/18	MATTHEW THOMPSON	102.03	500.00
4870	1/22/18	FLAGSTAR BANK	102.03	588.12
4871	1/22/18	JPs PIANO MOVING	102.03	150.00
4872	1/29/18	AMAZON.COM	102.03	<u>223.55</u>

Total				<u><u>1,461.67</u></u>
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REGULAR CHECKS:

4873	2/7/18	BAKER & TAYLOR	102.03	23.02
4874	2/7/18	JANWAY COMPANY	102.03	3,563.85
4875	2/7/18	SCHOLASTIC LIBRARY PUBLISHING	102.03	<u>1,440.00</u>

Total				<u><u>5,026.87</u></u>
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Bloomfield Township Public Library
2017-2018 General Fund Budget
PRESENTED: FEBRUARY 20, 2018 FOR THE MONTH OF: JANUARY 2018

7b

Ten Months 83%

		2017-2018	2017-2018			Ten Months 83%	
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 21, 2017	MARCH 21, 2017	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$6,923,097	\$6,923,097	\$5,006,987	\$5,005,785	72.31%	(\$1,917,312)
420.01	Penal Fines	\$84,928	\$84,928	\$0	\$83,174	97.93%	(\$1,755)
422.01	State Aid	\$25,635	\$25,635	\$0	\$26,864	104.79%	\$1,229
430.01	Circulation Fines & Fees	\$100,000	\$100,000	\$8,098	\$80,422	80.42%	(\$19,578)
	Charges for Services	\$13,649	\$13,649	\$804	\$13,858	101.53%	\$209
	Investment earnings	\$50,000	\$50,000	(\$56,236)	\$13,437	26.87%	(\$36,563)
	Miscellaneous	\$11,595	\$11,595	\$650	\$15,684	135.27%	\$4,089
Total Revenues		\$7,208,904	\$7,208,904	\$4,960,303	\$5,239,223	72.68%	(\$1,969,681)
<u>Expenditures</u>							
	Personnel	\$3,916,967	\$3,916,967	\$295,242	\$3,137,119	80.09%	(\$779,848)
	Library Services	\$846,258	\$846,258	\$63,918	\$662,911	78.33%	(\$183,347)
	Facilities & Equipment	\$1,148,383	\$1,148,383	\$63,122	\$769,852	67.04%	(\$378,531)
	Other Operating Expenditures	\$1,189,066	\$1,189,066	\$51,321	\$389,511	32.76%	(\$799,555)
Total Expenditures		\$7,100,674	\$7,100,674	\$473,604	\$4,959,393	69.84%	(\$2,141,281)
Fund Balance - Beginning		\$11,679,941	\$11,679,941		\$11,679,941		
Net revenue (expenditure)		\$108,230	\$108,230		\$279,830		
Fund Balance - Ending		\$11,788,171	\$11,788,171		\$11,959,771		
Amendments to the budget: None							
Changes made to the line items: None							

Fund Balance Designations

Nonspendable-Prepaid Expense	\$15,000	\$15,000
Committed Fund Balance (is 8-months of expenditures amount)	\$4,733,783	\$4,733,783
Assigned Fund Balance (is \$425,963 (3/31/17 compensated absences accrual) plus \$5,926,395 4/1/17 OPEB obligation plus \$587,030 capital improvements)	\$6,939,388	\$6,939,388
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
2017-2018 Gift Fund Budget

PRESENTED: FEBRUARY 20, 2018 FOR THE MONTH OF: JANUARY 2018

Ten Months 83%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MAR 21, 2017	2016-2017 AMENDED BUDGET AS OF FEB 20, 2018	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$39,955	\$931	\$39,955	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$14	\$136	67.88%	(\$64)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$40,155	\$945	\$40,091	99.84%	(\$64)
	<u>Expenditures</u>						
	Library Services	\$23,330	\$44,976	\$2,337	\$19,241	42.78%	(\$25,735)
	Facilities & Equipment	\$55,540	\$60,906	\$415	\$19,044	31.27%	(\$41,862)
	Other Operating Expenditures	\$104,128	\$116,571	\$3,737	\$14,668	12.58%	(\$101,903)
	Total Expenditures	\$182,998	\$222,453	\$6,489	\$52,953	23.80%	(\$169,501)
	Fund Balance - Beginning	\$78,839	\$78,839		\$78,839		
	Reserved Fund Bal.	\$103,659	\$103,659		\$103,659		
	Net revenue (expenditures)	(\$182,298)	(\$182,298)		(\$12,862)		
	Fund Balance - Ending	\$200	\$200		\$169,636		

Amendments to the budget:
All changes due to gifts received

Changes made to the line items:
All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
January 2018

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	1/31/2018	\$76,340.88
	Flagstar Public Funds Savings	0.93%	1/31/2018	\$241,199.75
	Flagstar Premier Public Entities Checking	0.29%	1/31/2018	\$11,901.11
	RBC Capital Cash/Money Market	0.01%	1/31/2018	\$7,577.09
	RBC Capital - Investments	2.66%	1/31/2018	\$12,036,260.32
Total General Fund				\$12,296,938.27
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	1/31/2018	\$105,074.06
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	1/31/2018	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	1/31/2018	\$4,953.92
Total Gift Fund				\$160,027.98

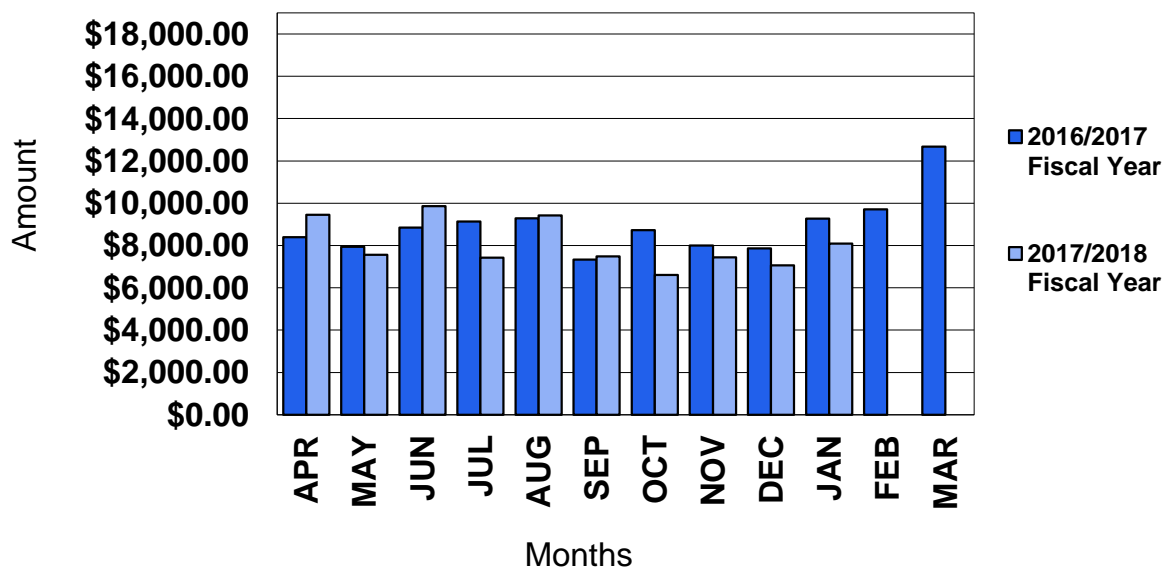
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.

		<i>Updated 3/2017</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2016	\$13,853.00	
Yvonne T. Atkinson Fund	12/31/2016	\$27,708.00	
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2016	\$30,970.48	
BTPL Endowment Fund	12/31/2016	\$30,724.52	
Fair Radom Garden Endowment Fund	12/31/2016	\$14,113.00	
BTPL Director's Legacy Fund	12/31/2016	\$14,106.00	
Total CFSEM holdings		\$131,475.00	

FINES AND FEES - TWO-YEAR COMPARISON

Month	2016/2017 Fiscal Year	2017/2018 Fiscal Year	Difference
APR	\$8,389.09	\$9,449.79	\$1,060.70
MAY	\$7,946.70	\$7,559.45	(\$387.25)
JUN	\$8,843.80	\$9,866.26	\$1,022.46
JUL	\$9,136.96	\$7,426.47	(\$1,710.49)
AUG	\$9,285.82	\$9,421.94	\$136.12
SEP	\$7,334.64	\$7,488.29	\$153.65
OCT	\$8,723.00	\$6,607.58	(\$2,115.42)
NOV	\$8,006.68	\$7,444.84	(\$561.84)
DEC	\$7,863.74	\$7,059.80	(\$803.94)
JAN	\$9,268.65	\$8,097.85	(\$1,170.80)
FEB	\$9,716.57		(\$9,716.57)
MAR	\$12,680.35		(\$12,680.35)
			YTD Difference
TOTAL	<u>\$107,196.00</u>	<u>\$80,422.27</u>	<u>(\$26,773.73)</u>

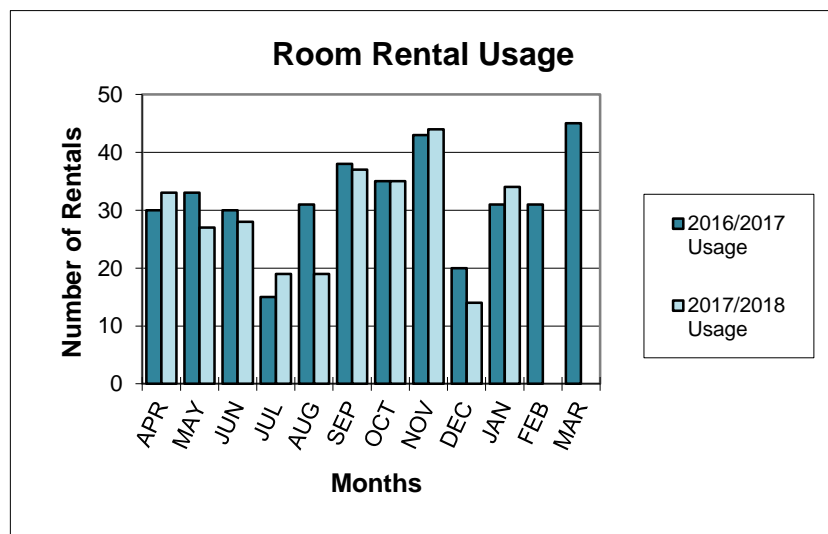
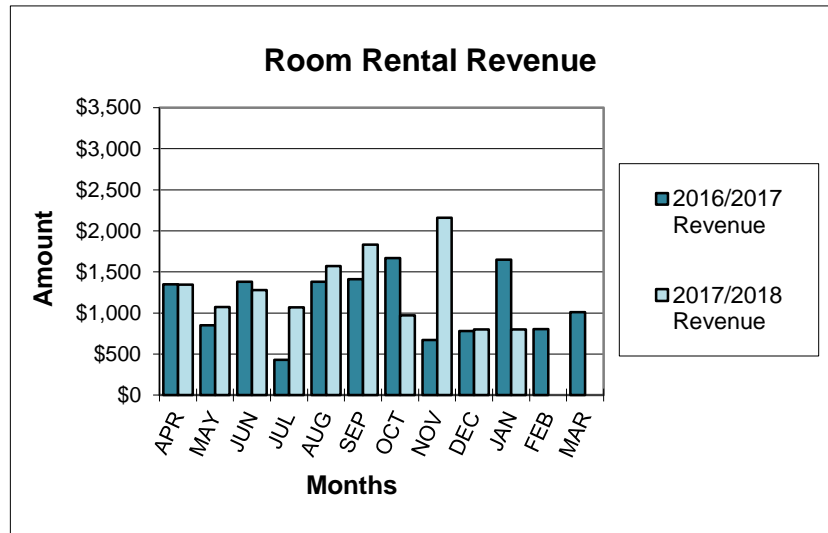
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2016/2017 <u>Revenue</u>	2017/2018 <u>Revenue</u>	<u>Difference</u>	2016/2017 <u>Usage</u>	2017/2018 <u>Usage</u>	<u>Month</u>
APR	\$1,350.00	\$1,345.50	(\$4.50)	30	33	APR
MAY	\$850.00	\$1,074.00	\$224.00	33	27	MAY
JUN	\$1,380.00	\$1,281.00	(\$99.00)	30	28	JUN
JUL	\$430.00	\$1,070.00	\$640.00	15	19	JUL
AUG	\$1,380.00	\$1,570.00	\$190.00	31	19	AUG
SEP	\$1,410.00	\$1,833.00	\$423.00	38	37	SEP
OCT	\$1,670.00	\$970.00	(\$700.00)	35	35	OCT
NOV	\$670.00	\$2,160.00	\$1,490.00	43	44	NOV
DEC	\$780.00	\$800.00	\$20.00	20	14	DEC
JAN	\$1,650.00	\$800.00	(\$850.00)	31	34	JAN
FEB	\$802.50		(\$802.50)	31		FEB
MAR	\$1,010.75		(\$1,010.75)	45		MAR
			YTD Difference			
TOTAL	\$13,383.25	\$12,903.50	(\$479.75)	382	290	



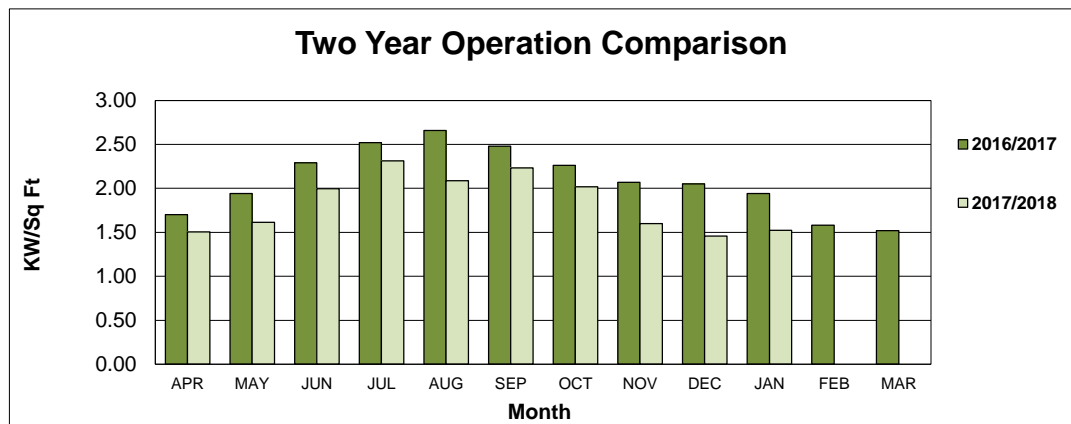
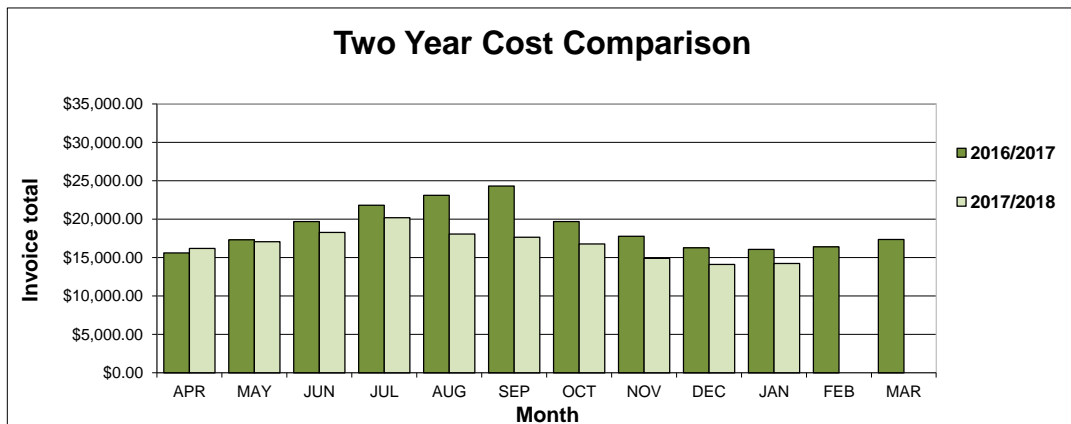
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2016/2017	2017/2018 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no. days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$15,619.14	\$16,181.75	\$562.61	151,970	\$0.11	211.07	1.50	\$22.47	\$0.16
MAY	\$17,290.02	\$17,048.76	(\$241.26)	162,890	\$0.10	218.94	1.61	\$22.92	\$0.17
JUN	\$19,698.58	\$18,251.58	(\$1,447.00)	201,810	\$0.09	280.29	2.00	\$25.35	\$0.18
JUL	\$21,811.53	\$20,183.10	(\$1,628.43)	233,520	\$0.09	313.87	2.31	\$27.13	\$0.20
AUG	\$23,088.13	\$18,042.04	(\$5,046.09)	210,840	\$0.09	283.39	2.09	\$24.25	\$0.18
SEP	\$24,303.34	\$17,640.48	(\$6,662.86)	225,610	\$0.08	313.35	2.23	\$24.50	\$0.17
OCT	\$19,688.69	\$16,784.00	(\$2,904.69)	203,840	\$0.08	273.98	2.02	\$22.56	\$0.17
NOV	\$17,751.06	\$14,899.46	(\$2,851.60)	161,630	\$0.09	224.49	1.60	\$20.69	\$0.15
DEC	\$16,281.15	\$14,103.39	(\$2,177.76)	147,350	\$0.10	198.05	1.46	\$18.96	\$0.14
JAN	\$16,062.22	\$14,243.92	(\$1,818.30)	153,930	\$0.09	206.90	1.52	\$19.15	\$0.14
FEB	\$16,399.04		(\$16,399.04)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$17,370.93		(\$17,370.93)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$225,363.83	\$167,378.48	(\$57,985.35)						

NOTES:

Mar 2013 - found that electric meter was malfunctioning. \$25,000 is estimated credit DTE to issue in April



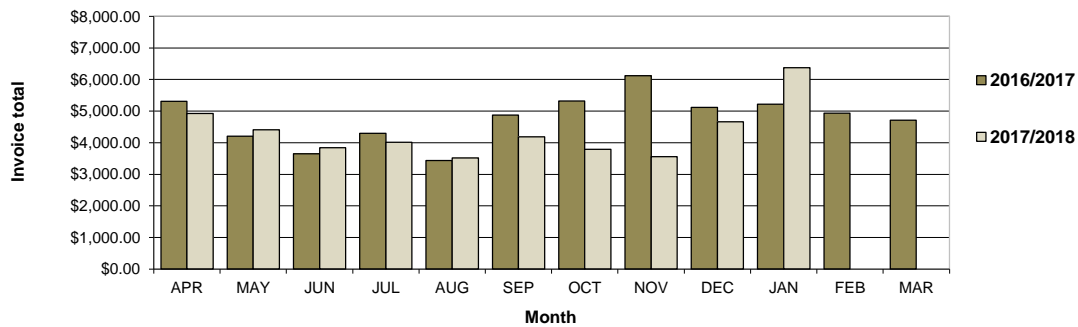
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

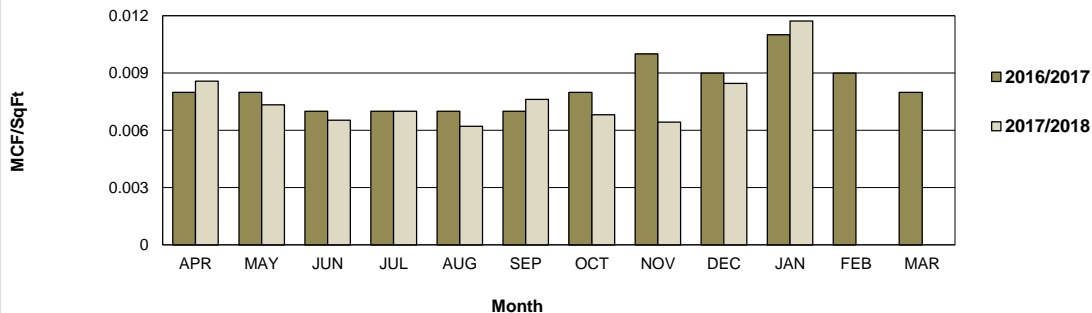
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2016/2017	2017/2018 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,307.83	\$4,929.25	(\$378.58)	866.7	\$5.69	720	1.20	0.009	6.85	0.048
MAY	\$4,208.72	\$4,411.34	\$202.62	741.5	\$5.95	744	1.00	0.007	5.93	0.043
JUN	\$3,652.86	\$3,842.61	\$189.75	660.3	\$5.82	720	0.92	0.007	5.34	0.037
JUL	\$4,294.67	\$4,009.40	(\$285.27)	707.7	\$5.67	744	0.95	0.007	5.39	0.039
AUG	\$3,437.53	\$3,514.92	\$77.39	628.5	\$5.59	744	0.84	0.006	4.72	0.034
SEP	\$4,874.40	\$4,181.90	(\$692.50)	770.0	\$5.43	720	1.07	0.008	5.81	0.041
OCT	\$5,321.19	\$3,793.70	(\$1,527.49)	689.0	\$5.51	744	0.93	0.007	5.10	0.037
NOV	\$6,122.71	\$3,552.74	(\$2,569.97)	649.9	\$5.47	720	0.90	0.006	4.93	0.035
DEC	\$5,114.24	\$4,656.43	(\$457.81)	855.1	\$5.45	744	1.15	0.008	6.26	0.045
JAN	\$5,220.31	\$6,369.63	\$1,149.32	1184.1	\$5.38	744	1.59	0.012	8.56	0.062
FEB	\$4,933.73		(\$4,933.73)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$4,707.54		(\$4,707.54)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$57,195.73	\$43,261.92	(\$13,933.81)							

Two Year Cost Comparison

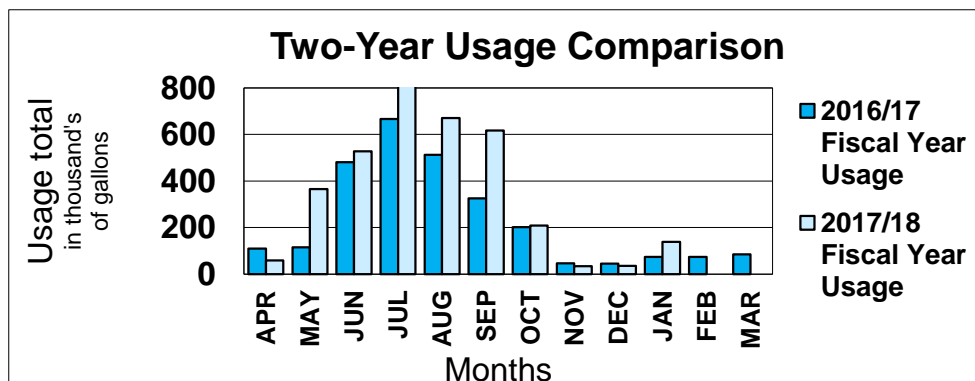
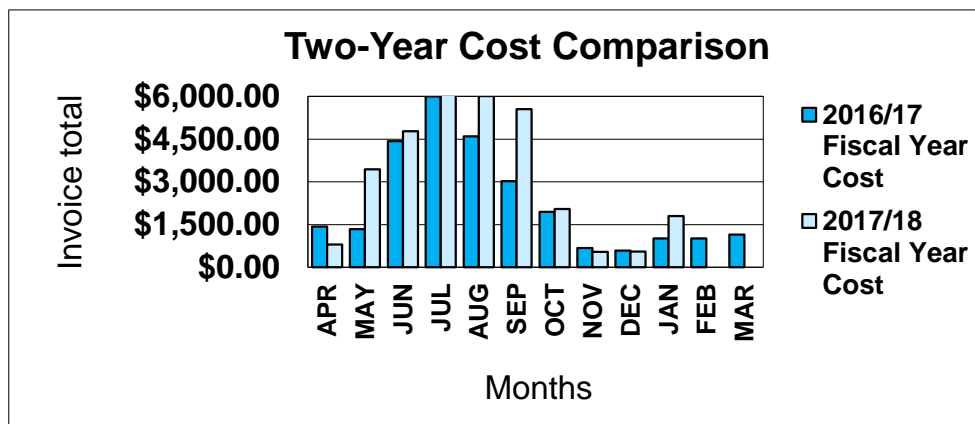


Two Year Operation Comparison



Bloomfield Township Public Library Water Analysis

Month	2016/17 Fiscal Year Cost	2017/18 Fiscal Year Cost	Difference	2016/17 Fiscal Year Usage	2017/18 Fiscal Year Usage	Difference
APR	\$1,432.45	\$803.09	(\$629.36)	109	59	(50)
MAY	\$1,333.69	\$3,440.06	\$2,106.37	115	365	250
JUN	\$4,428.69	\$4,772.76	\$344.07	480	528	48
JUL	\$5,997.81	\$7,363.60	\$1,365.79	666	829	163
AUG	\$4,595.09	\$6,010.12	\$1,415.03	512	670	158
SEP	\$3,025.97	\$5,554.34	\$2,528.37	326	617	291
OCT	\$1,945.05	\$2,046.74	\$101.69	201	209	8
NOV	\$673.93	\$540.76	(\$133.17)	46	34	(12)
DEC	\$587.67	\$552.89	(\$34.78)	45	35	(10)
JAN	\$1,011.05	\$1,802.28	\$791.23	74	138	64
FEB	\$1,011.05		(\$1,011.05)	74		(74)
MAR	\$1,143.49		(\$1,143.49)	85		(85)
			YTD Difference			YTD Difference
TOTAL	<u>\$27,185.94</u>	<u>\$32,886.64</u>	<u>\$5,700.70</u>	<u>2,733</u>	<u>3,484</u>	<u>751</u>



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****February, 2018**

New Staff Organization Committee (SOC) representatives for FY 2018/2019 were elected by library staff at the February 13 All Staff Meeting. Our new SOC representatives are Anna Pelepchuk, Tim Perry and Ed Niemchak (continuing on for a second year). I am very grateful that they volunteered to serve in this role. Our outgoing SOC representatives are Jamie Jasper and Killian Weston, to whom we extend our sincere thanks for a wonderful year. Anna, Tim and Ed begin as our new SOC representatives on April 1, 2018.

The 2018 Everyone's Reading community wide reading program is happening now! The featured author this year is Paula McLain who has written several books including *The Paris Wife*, the book to be discussed. Please check with the Adult Services desk for ticket information and to borrow a copy of the book. Thank you to our Friends of the Library for their financial support of this annual program, now in its 17th year!

The Friends of the Library, at their February 7 meeting, approved ALL 12 items on the Library's current Wish List. Their very generous gift totaled over \$33,000 and provides funding for programs and wonderful additions to the Library collections and so much more! Many, many thanks to our hardworking and generous Friends!

Per the Open Meetings Act, I am requesting that the discussion regarding the Library Director Performance Review and Contract be held in closed session. If any action needs to be conducted, it can be approved when the regular meeting is re-convened to adjourn the Board meeting.

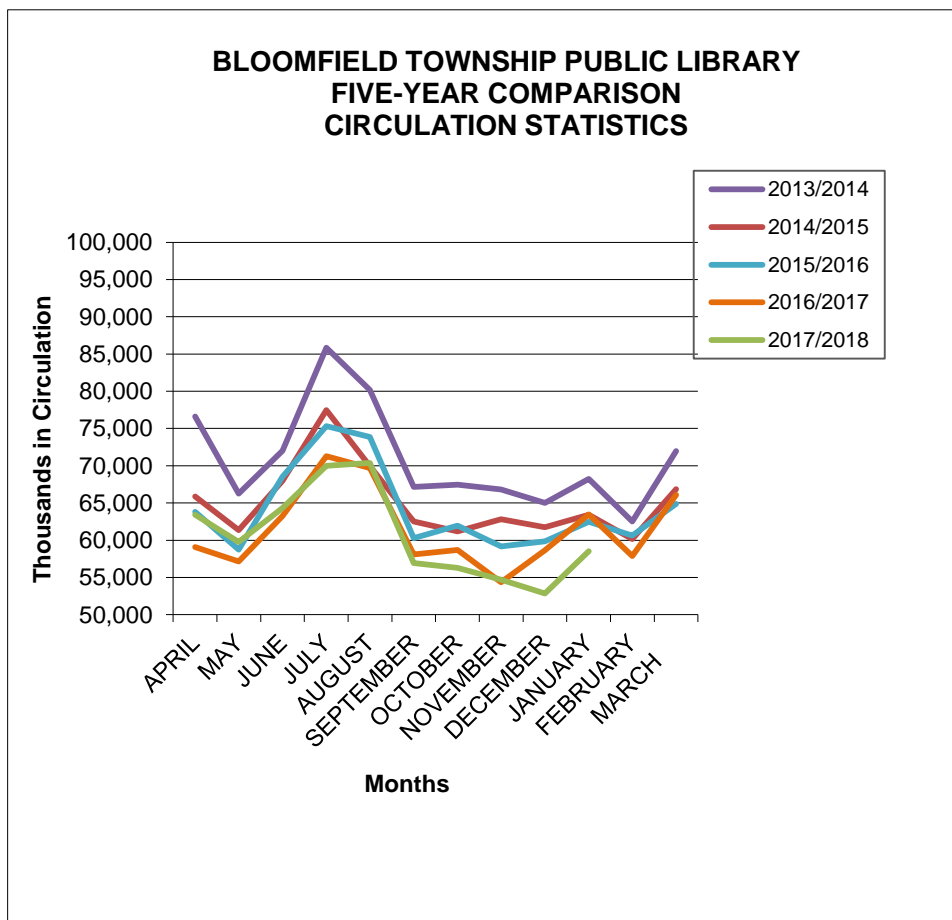
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

2/12/2018

	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>
APRIL	76,629	65,851	63,783	59,090	63,413
MAY	66,250	61,347	58,740	57,125	59,745
JUNE	72,030	67,987	68,518	63,243	64,319
JULY	85,844	77,485	75,304	71,265	70,006
AUGUST	80,163	69,931	73,868	69,676	70,391
SEPTEMBER	67,145	62,536	60,292	58,100	56,939
OCTOBER	67,436	61,177	61,960	58,678	56,291
NOVEMBER	66,813	62,815	59,157	54,362	54,703
DECEMBER	65,007	61,726	59,871	58,628	52,859
JANUARY	68,232	63,404	62,491	63,455	58,510
FEBRUARY	62,534	60,140	60,612	57,856	
MARCH	71,961	66,845	64,896	66,071	
TOTAL	850,044	781,244	769,492	737,549	607,176



	2017		2018	
COLLECTION				
Book Collection:	274,264		270,319	
Media Collection:	62,713		61,430	
Total e-books:	31,677		13,270	
Overdrive	9,115		9,574	
EBSCOhost	19,197		0	
Total downloadable audiobooks:	5,091		5,345	
Materials Total:	373,745		350,364	
CIRCULATION				
Circulation Total:	63,455		58,510	
Bloomfield Township Circulation:	58,457		54,426	
Virtual Circulation Total	7,225		10,394	
Circulation of Youth materials:	24,036		19,147	
Circulation of Media:	20,675		17,356	
Circulation of Cranbrook passes:	183		164	
Self-checkout machine use:	25,818	40.7%	22,240	38.0%
Library by Mail:	91	30 patrons	66	32 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	20,941	*	19,616	*^
Gate Count:	31,390		27,745	
Meeting rooms by public:	31		34	
Meeting rooms by staff:	81		75	
VIRTUAL USE				
Home page hits:	37,103		35,159	
e-book access:	2,708		2,740	
Overdrive	2,670		2,724	
EBSCOhost	38		16	
Audiobook access: (Overdrive)	1,272		1,303	
Freegal music download access:	1,337		1,063	
Freegal music streaming:	n/a		2,617	
Magazine download access:	741		861	
Hoopla access:	1,167		1,810	
Tutor.com sessions:	82		87	
Library Computer Use				
Resident Use	1,712		1,221	
Guest Use	620		702	
*Library closed January 1 for New Year's Day				
^Library closed early January 6 due to broken water pipe				

[illegible]

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: February 20, 2018

SUBJECT: Library Showcase

It is always fun to take some time during a Library Board meeting to highlight new programs, services and collections our fabulous library staff have planned. We will showcase just a few of the new things happening at Bloomfield Township Public Library this year!

Several new programs have been created in Adult Services this year. Librarian Shayna Houghton will introduce you to a few of these fun events.

Virtualization is happening at our Library! Systems Specialist Tim Perry will tell you all about this and talk briefly about the meeting room audio visual upgrades taking place right now.

Youth Services Librarian Patricia Ballard will demonstrate our new Doodler pens and Code-a-Pillars. You'll have a chance to try these out yourself at the meeting!

Books and reading will always be our foundation, and, as our mission statement says, words have the power to spark discovery and imagination. Nowhere are discovery and imagination more evident than in the wonderful ways technology connects us with the world and with each other. As we have heard many times, libraries must exploit technology in order to keep the wow current and stay relevant. At the same time we don't want to lose sight of the importance and joy of reading. Library staff is wonderfully creative when it comes to looking for new ways to reach and inspire our patrons, young and old alike, to discover something new through technology while keeping reading at the heart of everything we do.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

I move to approve the items previously removed from the consent agenda for discussion.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: February 12, 2018

SUBJECT: Strategic Plan Update

1. Marketing

This group initiated use of LocalHop, an app and website that aggregates community events.

2. Tours

Shayna Houghton, Adult Services librarian, conducted a tour on Monday, January 29. Attendees included residents who were already frequent users of the library but wanted to know more. The group was small, only 2, but both were enthusiastically satisfied with the tour. Another tour is scheduled for Monday, April 2.

3. Spaces & Wayfinding Assessment Process

Jim Mumby and Geraldine Drake from Quinn Evans Architects have presented preliminary concepts for a reimagining of some spaces in the library to the Library Board of Trustees, the Department Heads, and Administration. Jim and Geraldine will address library staff at an all-staff meeting Tuesday, February 13.

4. Staff Awareness

The Weekly Staff Updates that this team recommended have been well-received by staff. This team also inspired regular meetings of staff who are assigned to be Seniors-in-Charge.

5. Programming

Having met the goal of creating a new newsletter, this team has been reviewing the Library's approach to programming. Recently the team discussed the registration process across the three public service departments that provide programs.

These investments will move us toward accomplishing our four strategic goals:

- Expand awareness, use, and support of the Library and its services.
- Further develop the highest level of customer service for Bloomfield Township residents.
- Increase use of and customer satisfaction with the Library's services and collections.
- Provide an attractive, easy-to-use, and flexible facility and grounds that meet a variety of users' needs.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: February 12, 2018

SUBJECT: Space Needs & Wayfinding Assessment Update

On February 6, the Department Heads, Carol, and I spent a day with Geraldine Drake, Fatima Beachum, another interior designer working on our project, and Jim Mumby at Quinn Evans Architects' office. Geraldine and Jim shared several design possibilities to the group and facilitated a vigorous discussion about all aspects of the ideas. The ideas incorporate the concepts that were presented to the Board of Trustees at the January 16, 2018 regular monthly meeting.

Geraldine Drake and Fatima Beachum addressed library staff at an all-staff meeting on February 13. They shared a presentation similar to the one you saw on January 16.

Quinn Evans Architects will present new information to the Building and Grounds Committee of the Library Board of Trustees in March. They will also be presenting at the regular monthly meeting of the Trustees on April 24, 2018.

March 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1 March is National Reading Month!	2 12PM English Language Conversation Hour	3	4
5 4:30 PM Google CS First: Introduction to Coding for Kids (Storytelling with Scratch) 6:30PM Paperbacks & Snacks 7PM International Cookbook Club	6 10AM Knit 'n Stitch Circle 2PM Everyone's Reading: Meet Paula McLain at WBLIB 2PM HITS Theater 6PM Teen Crochet Craft 7PM Meet Paula McLain at Royal Park Hotel in Rochester	7 12:15PM Friends Meeting 4:30 PM Google CS First: Introduction to Coding for Kids (Storytelling with Scratch) 6:30PM My First Book Group	8 10:30 AM Babywearing Dance 1PM Drop In Download Help 6PM Microsoft Word	9 12PM English Language Conversation Hour	10 9:30AM – 3:30PM Friends of the Library Second Saturday 10AM Family Story Time 11AM Adult /Teen Sensory Storytime 4:30 PM Google CS First	11
12	13 1PM Memoir Writers' Group 6PM Introduction to Powerpoint	14 Gale Courses Begin 4:30 PM Google CS First: Introduction to Coding 6:30PM How Should A Body Be? 6:30PM Writers' Rendezvous 6:30PM Book Chat	15 11AM Building & Grounds CMTE 2PM Tablet Tales	16 10AM Coffee &Conversation 12PM English Language Conversation Hour	17 2PM Internet Security	18
19 1PM 30 Minute Lunchtime Book Club 4:30 PM Google CS First: Introduction to Coding	20 10AM Tuesday Book Club 10AM Tinker Tales 6PM Teen Crochet Craft 6:30PM 'In Vino Veritas' Club 7PM BTPL Board of Trustees Meeting 7PM Rosie the Riveter	21 10AM Wee Play 1PM Mystery Book Club 4:30 PM Google CS First: Introduction to Coding 6:30PM Book Chat 7PM OperaHERE	22 10AM Eleanor's Book Club 10AM Mother Goose Club 11AM Development Committee	23 10AM Movers and Shakers 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour 7PM Chamber Music Concert Series	24 11AM SENSEational Story Time 2PM Introduction To Scanning and Photo Editing	25
26 4:30 PM Google CS First: Introduction to Coding 6 PM Books in Bars at Rusty Bucket	27 10AM Tinker Tales 1PM Memoir Writers' Group 6:30 PM Book Worms	28 10AM Wee Play 4:30 PM Google CS First: Introduction to Coding 6:30PM Writers' Rendezvous	29 10AM Mother Goose Club 6PM Introduction to Microsoft Excel	30 10AM Movers and Shakers		